UNIT LEADER

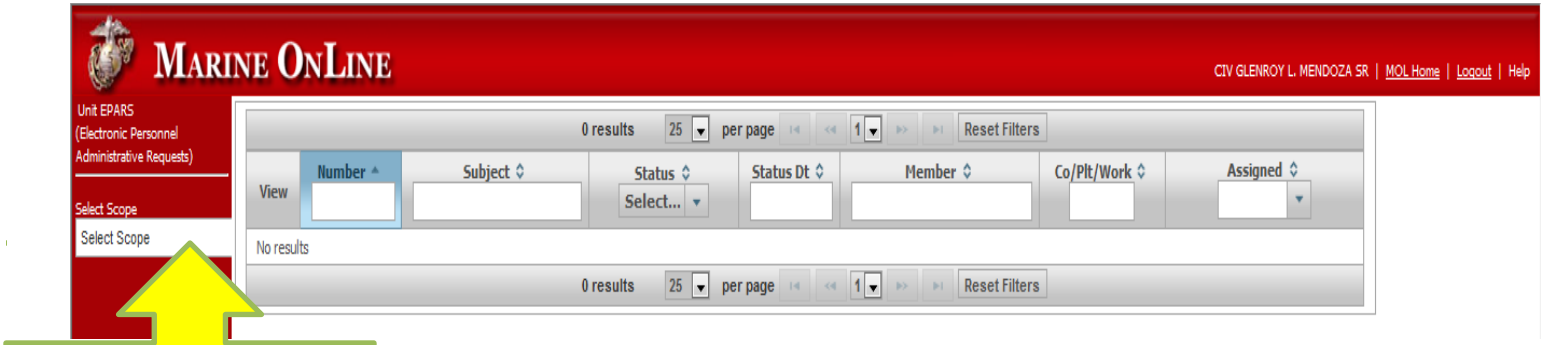
CREATE AN EPAR

Creating an EPAR on behalf of another Marine.

- Creator must have Unit Leader's permission for EPAR.

First click on Unit Leader tab then Unit EPAR tab

Choose scope (choose the highest level that you have access to for that RUC)



Select the member's RUC (Unit Leader's view)

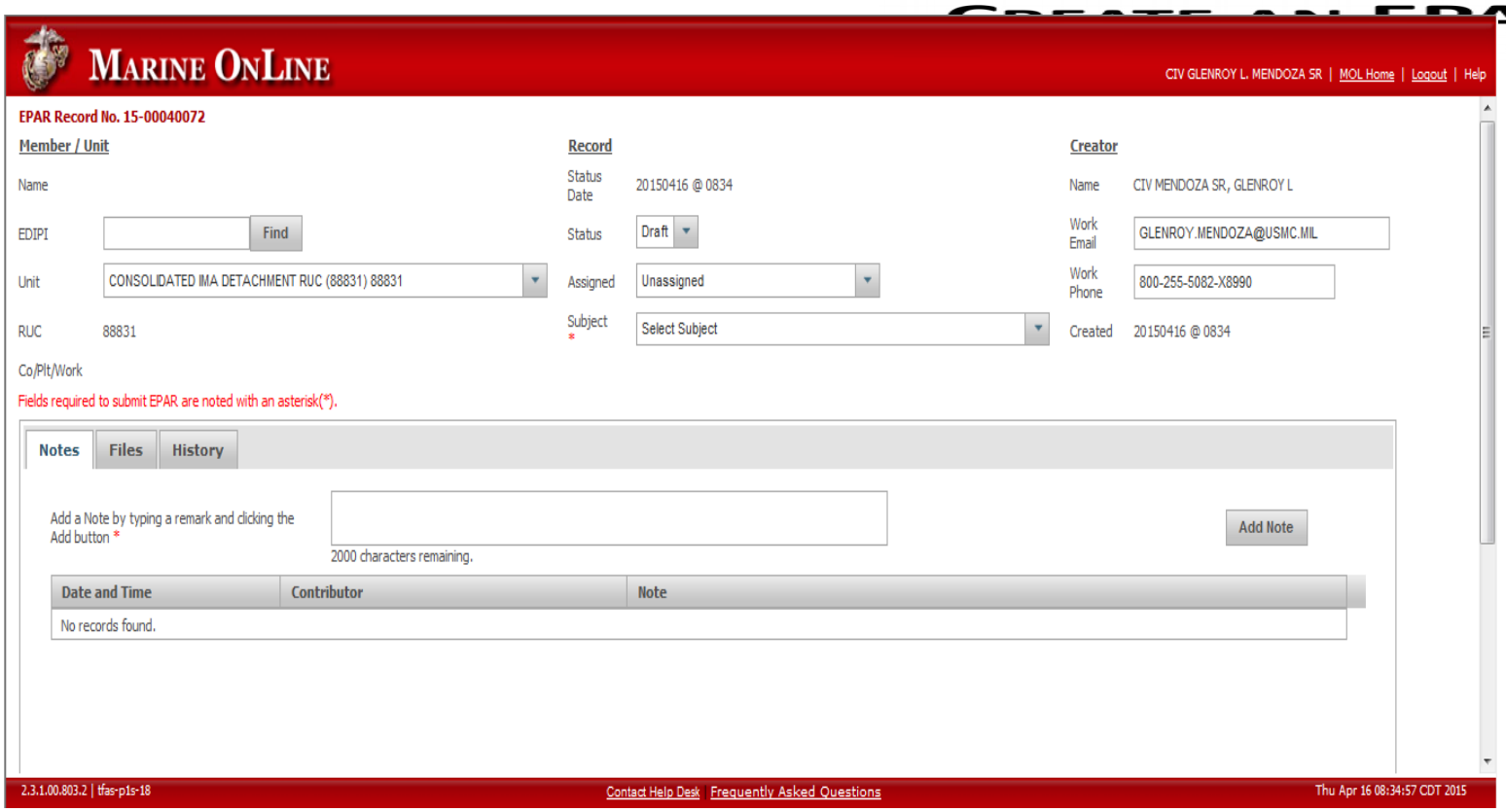
UNIT LEADER

CREATE AN EPAR

Click **Create New EPAR Record**.

- A new page opens with some pre-populated information.
  - **Name**:
    - Populates after your enter the EDIPI
  - **EDIPI**.
    - Recommend putting this info in **LAST**
      - Entering other data will remove EDIPI until record is saved/submitted
  - **Unit**. **RUC. Co/Plt/Work** (will auto populate) If the member is attached to an active duty unit, the EPAR will go to the admin RUC associated with that RUC.
  - **Status Date. Status** (default 'Draft') (Must be changed to "***OPEN***").
  - **Creator Name**. (will auto populate)
  - **Work Email**. **Work Phone**.
    - These fields can be edited, but will **NOT** update your service records.

UNIT LEADER


MARINE ONLINE
CIV GLENROY L. MENDOZA SR | MOL Home | Logout | Help
EPAR Record No. 15-00040072
Member / Unit
Name
EDIPI
Find
Unit
CONSOLIDATED IMA DETACHMENT RUC (88831) 88831
RUC
88831
Co/Plt/Work
Record
Status Date
20150416 @ 0834
Status
Draft
Assigned
Unassigned
Subject *
Select Subject
Creator
Name
CIV MENDOZA SR, GLENROY L
Work Email
GLENROY.MENDOZA@USMC.MIL
Work Phone
800-255-5082-X8990
Created
20150416 @ 0834
Fields required to submit EPAR are noted with an asterisk(*).
Notes
Files
History
Add a Note by typing a remark and clicking the Add button *
2000 characters remaining.
Add Note
Date and Time
Contributor
Note
No records found.
2.3.1.00.803.2 | tfas-p1s-18
Contact Help Desk
Frequently Asked Questions
Thu Apr 16 08:34:57 CDT 2015

UNIT LEADER

DROPDOWNS/INPUT FIELDS:

CREATE AN EPAR

Unit. Although this field can be edited, recommend *leave with default* Unit data.

- **EDIPI**. Enter member's EDIPI in this field **(COMPLETE LAST)**
  - Click on **Find** button to auto-populate the **Name** field. (if you do not have the EDIPI, click the find button and all names will appear, start typing last name in the name field and it will sort until you select a member)
- **Assigned.** Leave "***Unassigned***"
- **Subject**. Must be selected to save the EPAR.
  - If applicable, links to **Subject Instructions** and **Subject Forms** appear after selecting a subject. These links open pop-up windows with subject-specific and, if applicable, RUC-specific forms and instructions.

IF DROPDOWNS ARE NOT WORKING:

- Click on web-browser menu
  - Select **Tools**
  - Select **Compatibility View Settings**

UNIT LEADER

CREATE AN EPAR

TABS: Note. File. History.

- **Note**.
  - Type or paste the nature of your request

  Click the **Add Note** button before '**Save Changes'** or '**Submit to ---'** to ensure the note is added to the EPAR record.
- **File**.
  - Click on **Browse** to locate your applicable file.
    - File extension must be PDF, JPG, or MS Office Suite (DOC, XLS, PPT).
    - No limit on number of files.
  - Use adjacent text box to add (optional) file description.

  Click the **Add File** button before '**Save Changes'** or '**Submit to ---'** to ensure the document is added to the EPAR record.
- **History**. This tab is not edited.

UNIT LEADER

COMMON ERRORS:

CREATE AN EPAR

- EPAR left in Draft status
- No EDIPI or member name provided
- Members on active duty over 30 days choosing MFR RRUC for unit but the EPAR will go to admin RUC associated with active duty RUC

CONCLUSION